



# PROFICIENCY EXAMINATION FOR FORKLIFT OPERATORS

(Reference NASA-STD 8719.9, 29 CFR 1910.178, ANSI B56.1)

Examiner Name:	Signature:	Date:	
Operator Name:		PASS <input type="checkbox"/>	FAIL <input type="checkbox"/>
Class Forklift(s) (check all that apply): 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/>			
Performance Item	Satisfactory	Unsatisfactory	Date Observed
Performed "Operators Daily Report" MSFC Form 4258.	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Approaches load properly</b>	<input type="checkbox"/>	<input type="checkbox"/>	
Does not travel or move into position with forks raised.	<input type="checkbox"/>	<input type="checkbox"/>	
Approaches the load straight on, not at an angle.	<input type="checkbox"/>	<input type="checkbox"/>	
Checks that forks are adjusted properly to lift load.	<input type="checkbox"/>	<input type="checkbox"/>	
The mast is kept vertical.	<input type="checkbox"/>	<input type="checkbox"/>	
Matches load with forklift capacity, making sure the load is under the forklift lifting capacity.	<input type="checkbox"/>	<input type="checkbox"/>	
Load is placed against carriage.	<input type="checkbox"/>	<input type="checkbox"/>	
Does not damage any item located behind load.	<input type="checkbox"/>	<input type="checkbox"/>	
Checks load for lift stability (configuration, packaging).	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Raises load properly</b>	<input type="checkbox"/>	<input type="checkbox"/>	
Lifts the load only high enough to clear the surface.	<input type="checkbox"/>	<input type="checkbox"/>	
Verifies the load is stable on the forks.	<input type="checkbox"/>	<input type="checkbox"/>	
Tilts the mast back.	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Carries load properly</b>	<input type="checkbox"/>	<input type="checkbox"/>	
Checks behind and to both sides before moving.	<input type="checkbox"/>	<input type="checkbox"/>	
Travels forward unless the load being carried obstructs the forward view. (In this case the operator should travel with the load trailing.)	<input type="checkbox"/>	<input type="checkbox"/>	
Travels in reverse safely, looks in line of travel and to each side.	<input type="checkbox"/>	<input type="checkbox"/>	
Continuously monitors and scans the area for obstructions and/or other traffic.	<input type="checkbox"/>	<input type="checkbox"/>	
Moves around and through obstacles smoothly without hitting or knocking obstacles down.	<input type="checkbox"/>	<input type="checkbox"/>	
Uses horn at intersections or blind areas.	<input type="checkbox"/>	<input type="checkbox"/>	
Negotiates turns to maintain forklift and load stability.	<input type="checkbox"/>	<input type="checkbox"/>	
Travels at proper speed for surface conditions to maintain load stability and at a speed at which the forklift can be stopped in a safe manner.	<input type="checkbox"/>	<input type="checkbox"/>	
Starts and stops smoothly.	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Lowers load properly</b>	<input type="checkbox"/>	<input type="checkbox"/>	
Positions the truck squarely.	<input type="checkbox"/>	<input type="checkbox"/>	
Sets the load down smoothly and slowly.	<input type="checkbox"/>	<input type="checkbox"/>	
Tilts the forks forward, forks parallel to the ground or floor surface.	<input type="checkbox"/>	<input type="checkbox"/>	

Continued on page 2.

Performance Item	Satisfactory	Unsatisfactory	Date Observed
<b>Lowers load properly</b> (continued)	<input type="checkbox"/>	<input type="checkbox"/>	
Turns and looks behind and to both sides before pulling out from load.	<input type="checkbox"/>	<input type="checkbox"/>	
Pulls out from load slowly and in a straight line.	<input type="checkbox"/>	<input type="checkbox"/>	
Does not travel with the forks raised, forks stay only high enough to clear the surface.	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Follows proper parking procedures</b>	<input type="checkbox"/>	<input type="checkbox"/>	
Places the forklift in an area where it will not interfere with other traffic or work operations.	<input type="checkbox"/>	<input type="checkbox"/>	
Sets parking brake.	<input type="checkbox"/>	<input type="checkbox"/>	
Lowers the forks to the ground.	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Compliance with forklift safety rules</b>	<input type="checkbox"/>	<input type="checkbox"/>	
Maintains discipline without horseplay.	<input type="checkbox"/>	<input type="checkbox"/>	
Keeps hands and feet inside the forklift.	<input type="checkbox"/>	<input type="checkbox"/>	
Wears seat belt if provided.	<input type="checkbox"/>	<input type="checkbox"/>	
No one but the operator rides the lift.	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Loading/Unloading Trailer</b>	<input type="checkbox"/>	<input type="checkbox"/>	
Checks dock plate (if applicable).	<input type="checkbox"/>	<input type="checkbox"/>	
Checks condition of trailer floor.	<input type="checkbox"/>	<input type="checkbox"/>	
Checks trailer chocks, jack stands, brakes.	<input type="checkbox"/>	<input type="checkbox"/>	
Distributes weight evenly on trailer.	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Changing of LPG cylinder (if applicable)</b>	<input type="checkbox"/>	<input type="checkbox"/>	
Understands cryogenic burn potential.	<input type="checkbox"/>	<input type="checkbox"/>	
Knows/wears leather gloves and face shield when performing.	<input type="checkbox"/>	<input type="checkbox"/>	